

# **CAREER OPPORTUNITY**



## **DEPARTMENT OF SOCIAL SERVICES**

### **SOCIAL WELFARE EXAMINER**

#### **HEAP (HOME ENERGY ASSISTANCE PROGRAM) TEMPORARY THREE MONTH POSITIONS AVAILABLE**

**SALARY: \$37,735**

The work involves responsibility for determining financial eligibility for the various programs administered by a local social services district and recommending amounts of assistance in accordance with established policies and procedures. An employee may perform any or a combination of assignments in connection with determining financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social services district. The work is performed under direct supervision and involves the review and evaluation of applications and records, direct interviews, and may include field visits with applicants. Does related work as required.

#### **QUALIFICATIONS:**

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved either accounting, bookkeeping, examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance, credit or loans.

NOTE: Study in a regionally accredited or New York State registered college or university or business school may be substituted for the experience on a year for year basis.

#### **SUBMIT RESUME/APPLICATION TO:**

Margaret McNamara, Director of Personnel  
Saratoga County Personnel Department  
40 McMaster Street  
Ballston Spa, New York 12020

**Applications accepted until September 18, 2015.**

"An Equal Opportunity Employer with an Affirmative Action Program"

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